

NHADA Employee Guidelines re: COVID 19 Pandemic
Updated August 19, 2021

1. All staff are strongly encouraged to get vaccinated. According to the CDC, COVID-19 vaccines are effective at protecting you from COVID-19, especially severe illness and death. COVID-19 vaccines reduce the risk of people spreading the virus that causes COVID-19. If you are fully vaccinated, you can resume activities that you did before the pandemic.
2. All employees shall wear masks (see below for more info) and remain 6 feet apart from other employees and guests at all times. Masks and distancing are the next best means of limiting the spread of Covid-19. Employees will follow the mask wearing and distancing guidelines when working outside the office as well. For example, when visiting a member shop.
3. Screening: When arriving to work:
 - a. Enter through the staff entrance only;
 - b. Enter the break room, wash your hands and complete the paper covid-19 screening document unless you already emailed that document prior to your arrival.
 - c. When you leave for a break and return in the same day, you don't need to conduct the screening again.
4. Masks Usage:
 - a. Masks do not need to be worn when you are alone in your office or at your desk in your cubicle; but as soon as you change your location a mask must be worn, even if only moving a few feet out of your office or away from your desk in your cubicle.
 - b. Masks are to be worn when you are up and about in the office, using the break room or bathroom, when using office equipment outside your office or cubicle, etc.
 - c. Masks are to be worn during in person meetings even if social distancing of 6+ feet is being adhered to.
 - d. All visitors in to the office must wear a mask; if they don't have one then one will be supplied for them.
 - e. NHADA will supply masks or you are welcome to wear one you have made or purchased as long as they meet the CDC guidelines of being cloth and fully covering the nose and mouth.
 - f. Face shields are not a replacement for masks and are not allowed unless being used in conjunction with a face mask.
5. Professional Cleaning:
 - a. The HVAC system has been modified to include UV lights to which are known to kill related viruses and bacteria.
6. Team Access to Cleaning Wipes:
 - a. Cleaning wipes are placed at all high traffic areas and team members are to wipe down the equipment before and after each use. This is for copiers, fax machines, postal machines and other commonly used equipment throughout the office.
 - b. Cleaning wipes are available in the break room as well for wiping surfaces before and after use. Team members are asked to limit use of the break room to one person at time.
 - c. Staff are also encouraged to frequently wash their hands.
 - d. If you need wipes for your office, please request them from your manager.

7. Changes to work spaces. In some instances, offices and or work space may be altered: If your current desk is too close to another team member one or both of you may be relocated to another area in the office to promote safe distancing or put up a barrier.
8. Visitors:
 - a. Visitors are welcome to come into the office. All visitors to the office must complete the paper screening form and the responsibility to do so is on the team member whom they are arriving to see. That visitor is then your responsibility in regards to adhering to all the guidelines including mask wearing.
9. Daily Tracking Forms
 - a. The office screener will keep a log of all people who enter and exit the office building each day.
 - b. Each day, all staff must complete a form each day letting their manager know who they came in “close physical contact” with during their workday. Close physical contact is defined as being within 6 feet of person for a cumulative total of 15 minutes or more over a 24-hour period. You will submit a form every day even if no such contact is made. We are focusing only on work related contacts: employees, vendors, NHADA members, and other business contacts.
 - c. This tracking is necessary if there is a Covid-19 office exposure or if one of the staff have tested positive and have exposed others outside the office. Tracking this information ahead of time will more easily allow notification of those who may have been exposed.
10. Travelling in the U.S.:
 - a. TRAVEL is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.
 - b. Unvaccinated employees:
 - i. Will NOT be allowed to TRAVEL for work unless approved by the NHADA President.
 - ii. If unvaccinated TRAVEL for personal reasons:
 1. They will need to inform the NHADA President that they are TRAVELLING; and
 2. They will need to get tested with a viral test 3-5 days at their own expense after travel and submit the results to the NHADA President.
 - c. Vaccinated Employees:
 - i. Are allowed to TRAVEL for work and
 - ii. Do not have to get viral tested if they TRAVEL for work or personal reasons.
 - d. All Employees should avoid driving with other employees. For example, if two employees are attending a meeting at a NHADA members, should drive separately.
11. International Travel: NHADA strongly recommends against international travel or travel on cruise ships by non-fully-vaccinated staff; such staff should quarantine 10 days or 6-7 days with a negative test after travel.
12. Quarantining and Isolation: NHADA HQ will be following these CDC based guidelines:
 - a. Quarantine or isolation
 - i. You quarantine when you might have been exposed to the virus.

- ii. You isolate when you have been infected with the virus, even if you don't have symptoms
 - b. Quarantine: Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period)
 - i. What to do
 1. Stay home for 14 days after your last contact with a person who has COVID-19.
 2. Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
 3. If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19.
 - ii. After quarantine
 1. Watch for symptoms until 10 days after exposure.
 2. If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
 - iii. You may be able to shorten your quarantine: After day 7 after receiving a negative test result (test must occur on day 5 or later)
 - iv. Exceptions for the vaccinated/previous covid: However, anyone who meets the following criteria does NOT need to stay home: fully vaccinated and shows no symptoms of COVID-19. OR Someone who has COVID-19 illness within the previous 3 months and has recovered and Remains without COVID-19 symptoms (for example, cough, shortness of breath). However, fully vaccinated people should get tested 3-5 days after their exposure. NHADA will pay for the test if the exposure happened at work.
 - c. Isolation: Isolation is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).
 - i. What to do
 1. Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
 2. Stay in a separate room from other household members, if possible.
 3. Use a separate bathroom, if possible.
 4. Avoid contact with other members of the household and pets.
 5. Don't share personal household items, like cups, towels, and utensils.
 6. Wear a mask when around other people if able.
13. I think or know I had COVID-19, and I had symptoms. You can be around others after:
- a. 10 days since symptoms first appeared **and**
 - b. 24 hours with no fever without the use of fever-reducing medications **and**
 - c. Other symptoms of COVID-19 are improving* **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

- d. Note that these recommendations **do not** apply to people with severe COVID-19 or with weakened immune systems (immunocompromised).
14. I tested positive for COVID-19 but had no symptoms. If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”
15. I was severely ill with COVID-19 or have a weakened immune system (immunocompromised) caused by a health condition or medication.
- a. People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. People with weakened immune systems may require testing to determine when they can be around others. Talk to your healthcare provider for more information. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.
 - b. People who are immunocompromised should be counseled about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing a mask, staying 6 feet apart from others they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people should also be encouraged to be vaccinated against COVID-19 to help protect these people.

FYI: These are some of the documents upon which NHADA HQ has based its policy:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

<https://www.cdc.gov/screening/paper-version.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html?s_cid=10493:covid%20vaccine:sem.ga:p:RG:GM:gen:PTN:FY21